Outbound Interface Kickoff Meeting (Union & Bargaining Unit Files)

September 2011

Introductions – MyCalPAYS

- **Interface Test Team**

  - Dennis Duarte
    - SCO – Chief of Business Operations

  - Thierry Jeremie
    - SAP – Interface Testing Lead

  - Sarah Justinich
    - SCO – Interface Testing Coordinator

  - Lolly Gunter
    - SCO – Interface Testing Coordinator (Transitioning)

  - Guleena Bakshi
    - SCO – Interface Test Script Development and Execution

  - Thomas Robinson
    - SAP – Interface Testing Architect

Introductions – Interfacing Unions & Bargaining Units

- **American Federation of State, County, and Municipal Employees**

- **California Association of Highway Patrolmen Insurance**

- **California Association of Professional Scientists**

- **California Association of Psychiatric Technicians**

- **California Attorneys, Administrative Law Judges, and Hearing Officers in State Employment**

- **California Correctional Peace Officers Association**

- **California Correctional Peace Officers Association Benefit Trust**

- **California State Employees Association (CSEA-SEIU)**

- **California Statewide Law Enforcement Association**

- **CDF Firefighters/CA Dept of Firefighters Assoc. (formerly CDFEA)**

- **International Union of Operating Engineers (IUOE): Craft and Maintenance**

- **International Union of Operating Engineers (IUOE): Stationary Engineers**

- **Professional Engineers In California Government**

- **Union of American Physicians and Dentists**

Meeting Objectives

- **Provide MyCalPAYS overview**

- **Discuss MyCalPAYS interface testing activities**

- **Discuss what unions should expect during Outbound Interface Testing**
  - Which interface files will be tested and why
  - How to provide feedback
  - Review high-level interface file changes

- **Prepare unions to test outbound interfaces**

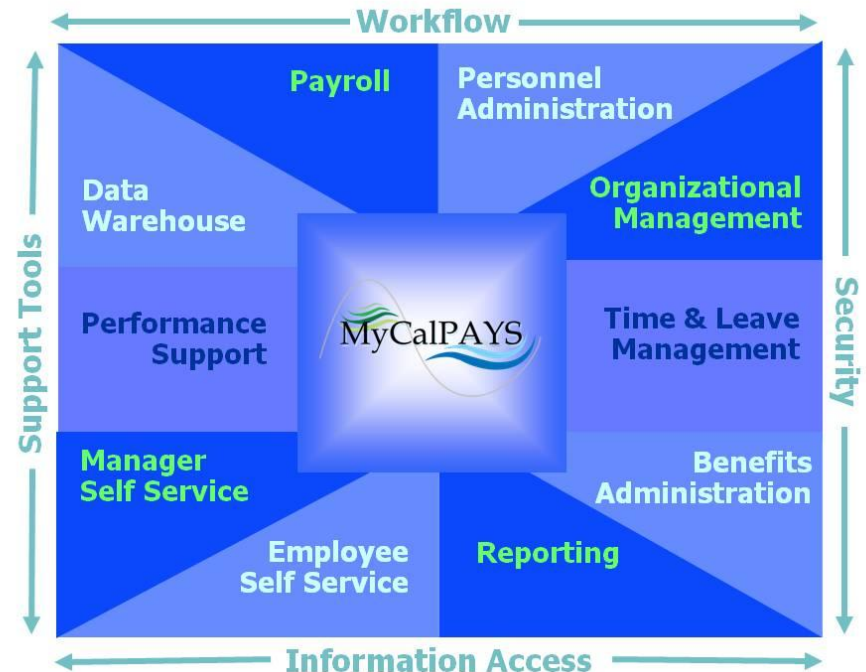- **Discuss next steps & upcoming interface testing activities**

MYCALPAYS OVERVIEW

Project Scope

- Replace existing legacy HR/Payroll systems:
  - Payroll
  - Employment History
  - Leave Accounting
  - Timekeeping
  - Position Control
  - Benefits

- Project is limited to Civil Service employees

MyCalPAYS Modules

MyCalPAYS is a fully integrated system with 5 functional modules:

1. Benefits Administration

2. Organizational Management

3. Time Management

4. Payroll Administration

5. Personnel Administration

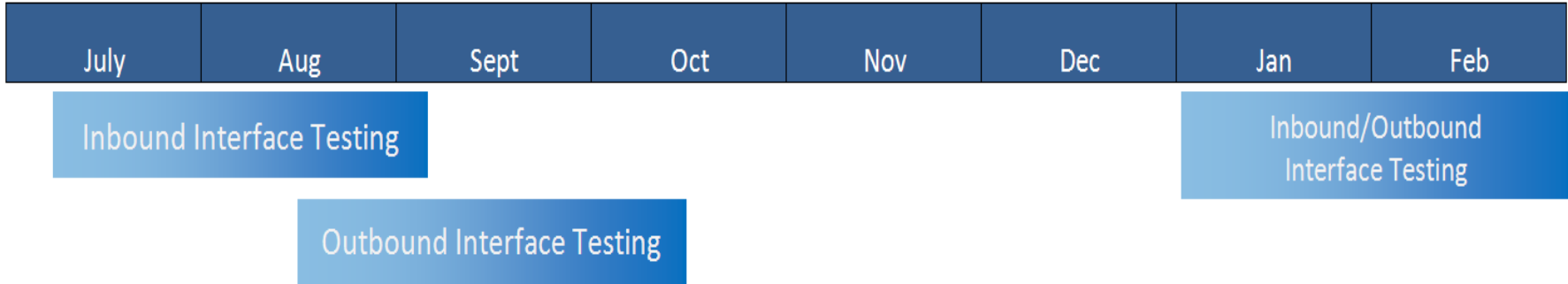# MYCALPAYS INTERFACE TESTING OVERVIEW

MyCalPAYS Test Stages

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│  Functional     │      │  Integration    │      │  Interface      │
│  Unit Test      │ ───▶ │  Test           │ ───▶ │  Test           │
│                 │      │                 │      │                 │
│  (Project team  │      │  (Project team  │      │  (Project team  │
│   only)         │      │   only)         │      │   & partners)   │
└─────────────────┘      └─────────────────┘      └─────────────────┘
```

MyCalPAYS Interface Test Cycles

2011						2012	
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb

Inbound Interface Testing
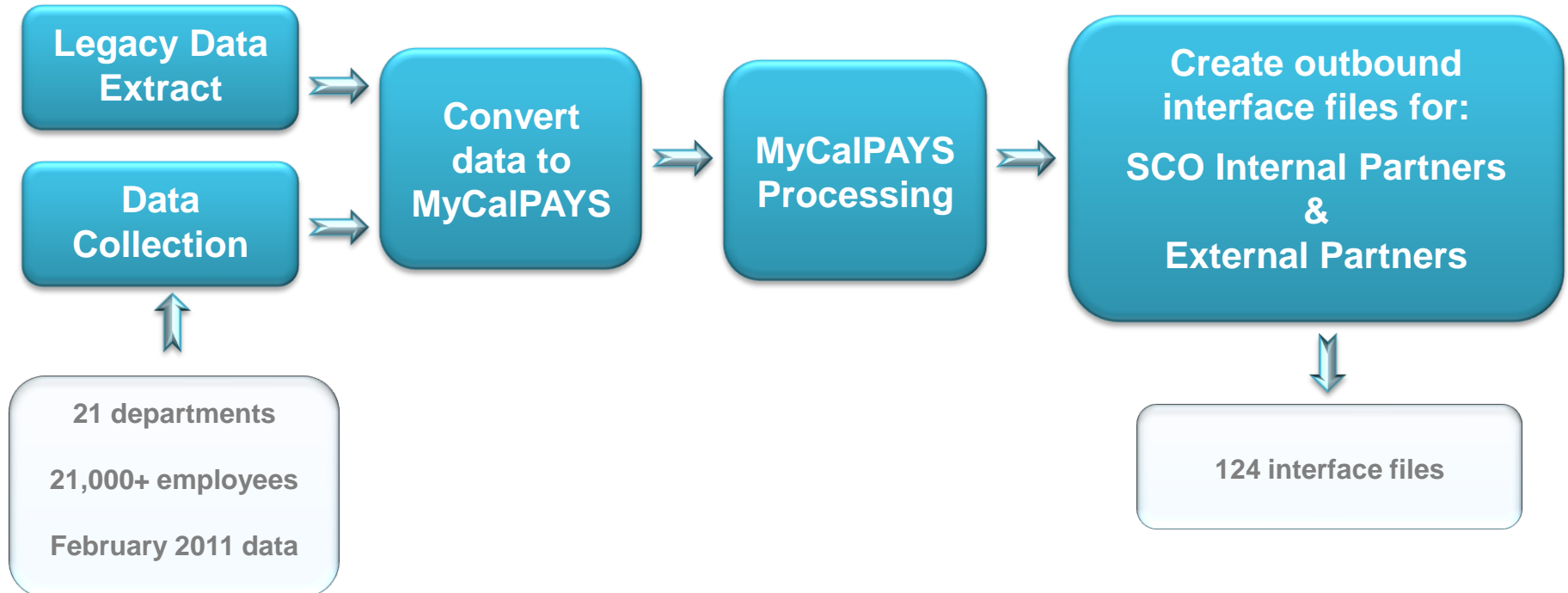
Outbound Interface Testing
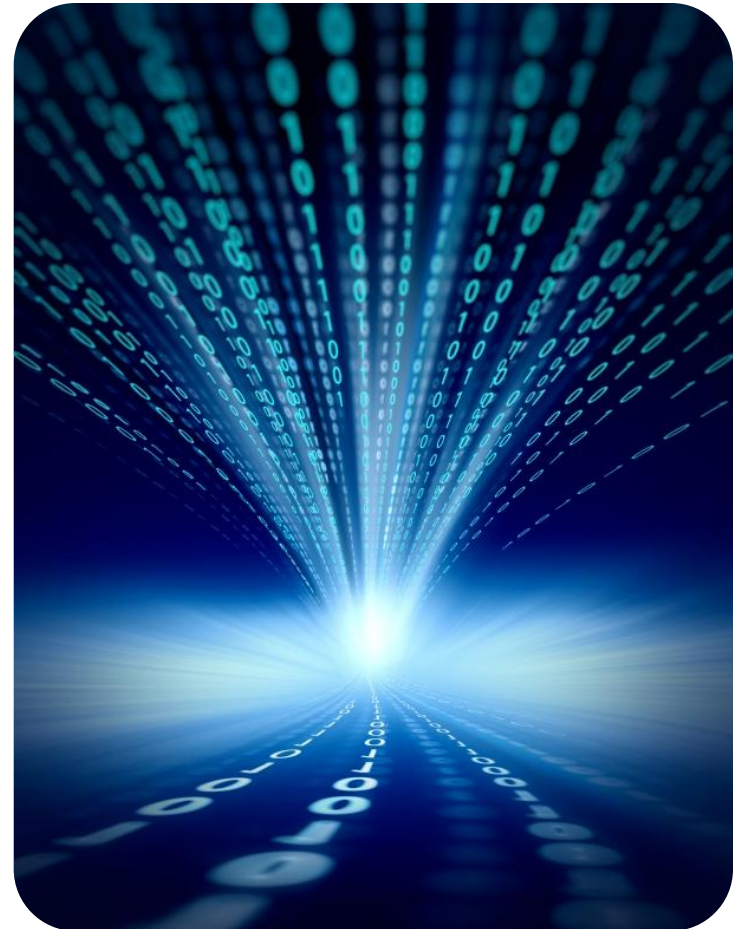
Inbound/Outbound Interface Testing

- **Inbound Interface Test Cycle**

- **Outbound Interface Test Cycle**

- **Inbound/Outbound Interface Test Cycle**
  - Includes inbound and outbound interfaces not ready for testing during previous testing cycles, as well as end-to-end interface testing

MyCalPAYS Outbound Interface Testing Approach

Legacy Data Extract

Data Collection

21 departments

21,000+ employees

February 2011 data

Convert data to MyCalPAYS

MyCalPAYS Processing

Create outbound interface files for:

SCO Internal Partners & External Partners

124 interface files

MYCALPAYS OUTBOUND INTERFACE TESTING

Interface Testing Steps

Required

For each interface file:

1. Successfully log onto SFTP server & access folder

2. Retrieve outbound interface file

3. Validate file format based on interface information package

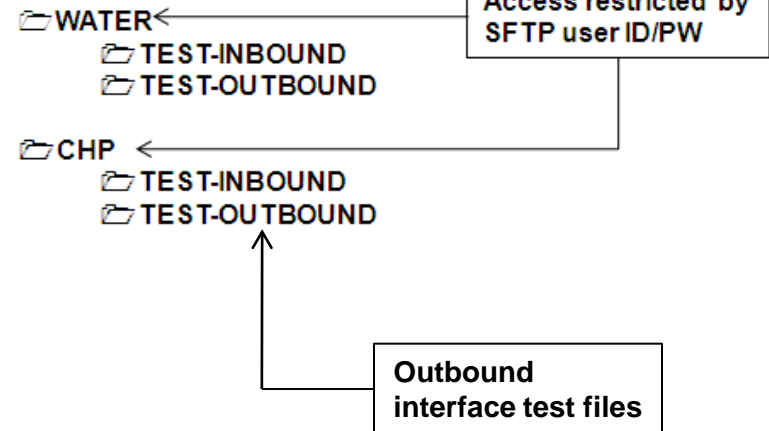4. Formally sign off on steps 1 – 3 and provide any additional feedback

Recommended

- Process each file into system test environment
  - Engage business users, as appropriate

Step 1: SFTP Server – Overview

- **All files will be stored on a Secure FTP server (SFTP)**

- **Folders on the SFTP server are designated according to interface needs**

- **Restrictive access ensures SFTP users only have access to folders designated to their organization**

- **All outbound files will be in Test-Outbound folder**

Folders	Description
INBOUND Or **TEST-INBOUND**	Inbound files ready to be processed by MyCalPAYS will be placed in this folder
OUTBOUND Or **TEST-OUTBOUND**	Outbound files generated from MyCalPAYS will be placed in this folder

Examples

📂 WATER ← Access restricted by SFTP user ID/PW
    📂 TEST-INBOUND
    📂 TEST-OUTBOUND

📂 CHP ←
    📂 TEST-INBOUND
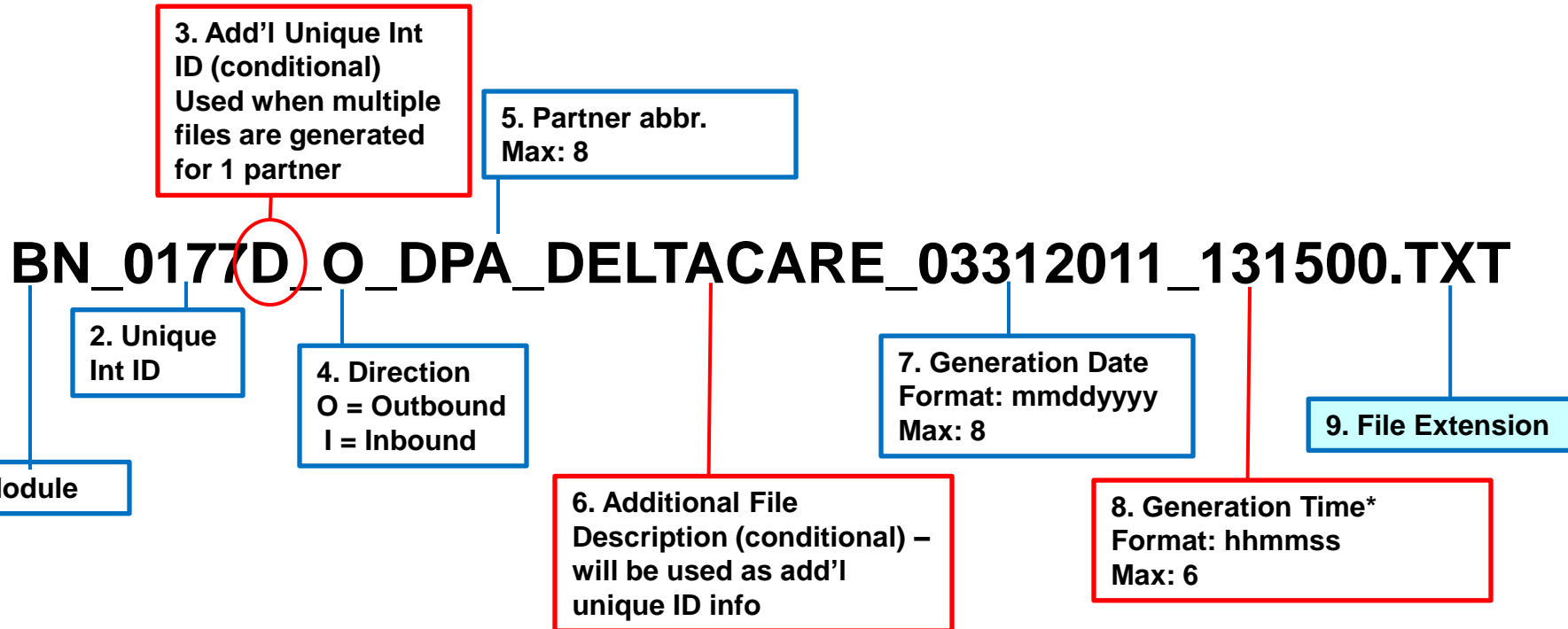   📂 TEST-OUTBOUND ← Outbound interface test files

Step 1: SFTP Server – Access

- **Folder access has been granted only to designated SFTP primary and secondary users**

- **User name and password received from TFC Testing team (tfctesting@sco.ca.gov)**

Union/Bargaining Unit	Folder Name	Union/Bargaining Unit	Folder Name
American Federation of State, County, and Municipal Employees	AFSCME	California State Employees Association (CSEA-SEIU)	CSEA
California Association of Highway Patrolmen Insurance	THECAHP	California Statewide Law Enforcement Association	CSLEA
California Association of Professional Scientists	CAPS	CDF Firefighters/CA Dept of Firefighters Assoc. (formerly CDFEA)	CDFF
California Association of Psychiatric Technicians	CAPT	International Union of Operating Engineers (IUOE): Craft and Maintenance	IUOE12
California Attorneys, Administrative Law Judges, and Hearing Officers in State Employment	CASE	International Union of Operating Engineers (IUOE): Stationary Engineers	IUOE13
California Correctional Peace Officers Association	CCPOA	Professional Engineers In California Government	PECG
California Correctional Peace Officers Association Benefit Trust	CCPOABEN	Union of American Physicians and Dentists	UAPD

Step 2: MyCalPAYS File Naming Convention

MyCalPAYS

3. Add'l Unique Int ID (conditional) Used when multiple files are generated for 1 partner

5. Partner abbr. Max: 8

BN_0177D_O_DPA_DELTACARE_03312011_131500.TXT

2. Unique Int ID

4. Direction
O = Outbound
I = Inbound

7. Generation Date Format: mmddyyyy Max: 8

9. File Extension

1. Module

6. Additional File Description (conditional) – will be used as add'l unique ID info

8. Generation Time* Format: hhmmss Max: 6

Legend

Will be updated as appropriate

Constant value – will not change

Conditional

*Will be used if more than one of the same file is produced for a partner on the same day. May also be used if only one file is produced based on Legacy requirements

Step 2: File Encoding

- **Storage of data will use the host system encoding scheme**
  - MyCalPAYS – ASCII
  - Mainframe – EBCDIC

- **When FTPing a file in ASCII mode the encoding scheme is automatically translated from ASCII to EBCDIC and vice versa based on the source/destination system default**
  - For example:
    - ✓ MyCalPAYS (ASCII) – FTP (ASCII Mode)→ Mainframe (EBCDIC)
    - ✓ Mainframe (EBCDIC) – FTP (ASCII Mode)→ MyCalPAYS(ASCII)

Step 3: Interface Information Packages
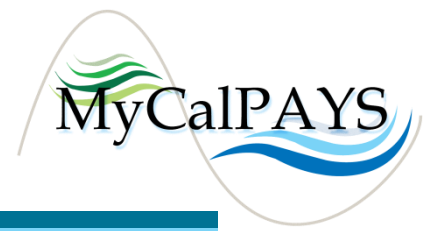
- Outbound Interface Information Packages:
  www.sco.ca.gov/TFC_Interfaces_Outbound.html
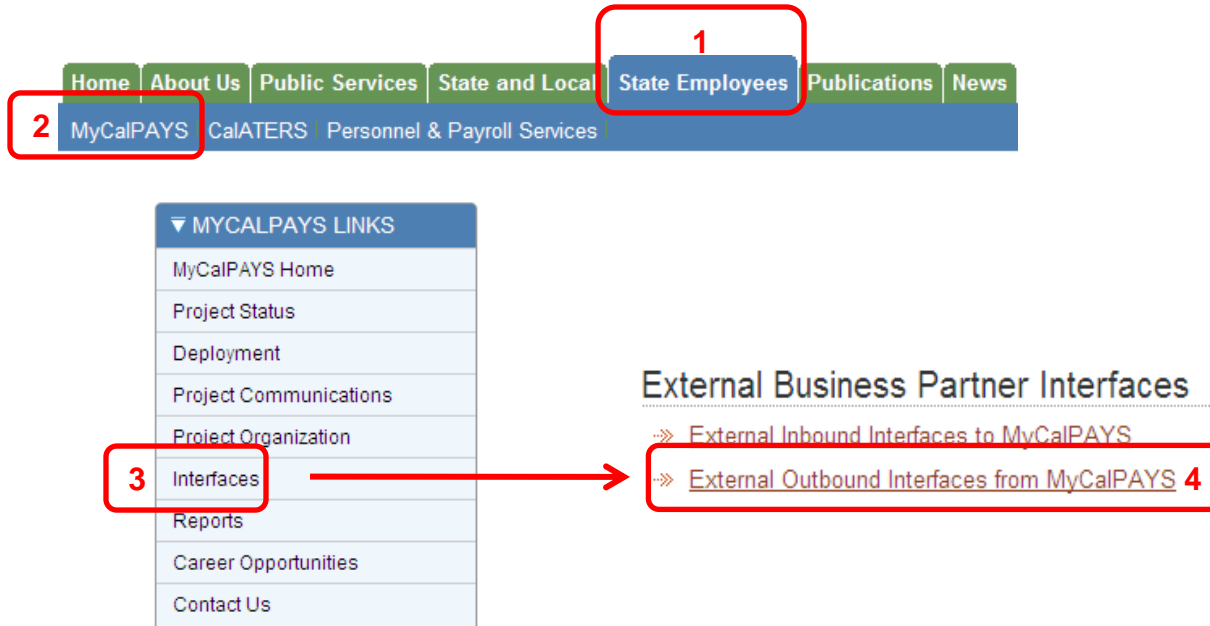
Step 4: Sign Off & Feedback

- **Completed for each outbound interface file received**

- **Due no later than Friday, October 21st**

- **Complete feedback form (pdf) and email to tfctesting@sco.ca.gov**

- **Outbound Interface Testing Sign Off Form available on SharePoint:** http://www.sco.ca.gov/TFC_Interfaces.html

External Business Partner Interfaces

» External Inbound Interfaces to MyCalPAYS

» External Outbound Interfaces from MyCalPAYS

» Outbound Interface Testing Sign Off Form

Note: If necessary, use PERNRs (not SSNs) in comment fields

Interface Testing Timeframes

- **Files available: Monday, September 19th, 2011**
  - Test-Outbound folder on SFTP server

- **Feedback Due: Friday, October 21st, 2011**

Questions

INTERFACE TEST DATA

Interface Test Data

- ## Test Data

  - February 2011 pay period

  - Collected from 21 departments

- ## Some additional staging of data

Full Population Collected	Partial Population Collected
State Controller's Office	Dept of Education
Franchise Tax Board	Dept of Corrections
State Personnel Board	Dept of Rehabilitation
Dept of Finance	Dept of Parks & Recreation
Dept of General Services	Dept of Food & Agriculture
CA Technology Agency	Dept of Mental Health
Dept of Personnel Administration	Dept of Forestry & Fire Protection (CalFIRE)
	CA Highway Patrol
	CA Conservation Corps
	Dept of Water Resources
	Air Resources Board
	Judicial Council
	Military Dept
	Statutory Officers Legislative Counsel

Personnel Assignment Number – Overview

- **Personnel Assignment Number (PERNR)**

  - Unique identifier used in MyCalPAYS for an employee's assignment

  - Employees with multiple (concurrent) assignments may have multiple Personnel Assignment Numbers

  - Generated by MyCalPAYS and made available to interface partners

  - Before Go-Live your system(s) must be able to accept MyCalPAYS Personnel Assignment Numbers

    - ✓ Identified in file format in each interface information package

Personnel Assignment Number – Outbound Interfaces

- **Listing of Personnel Assignment Numbers for outbound interface testing**

  - Available in Test-Outbound folder on SFTP server

  - Includes:
    - ✓ PERNR
    - ✓ SSN
    - ✓ Legacy Position Number
    - ✓ Legacy Position Sequence Number
    - ✓ PY Lock

- **Testing Personnel Assignment Numbers are temporary**

  - Final Personnel Assignment Number list will be made available at regular intervals after MyCalPAYS implementation

FILE INFORMATION

Interface Files – Categories

Testing:

Category	Source System(s)	Server Location	Description
1 File	MyCalPAYS	SFTP Server	1 file will be produced from MCP and will be available on the SFTP server.
2 Files	MyCalPAYS	SFTP Server	1 file will be produced from MCP and will be available on the SFTP server.

Production:

| Category	Source System(s)	Server Location	Description
1 File	MyCalPAYS	SFTP Server	1 file will be produced from MCP and will be available on the SFTP server.
2 Files	**Legacy &** MyCalPAYS	**Mainframe &** SFTP Server	1 file will be produced from each Legacy and MCP. The Legacy file will be available on the mainframe. The MCP file will be available on the SFTP server.

Interface Files – 2 File Category

- **Why might a partner receive an interface file from Legacy and MyCalPAYS for the same interface (e.g., Current Status)?**

  1. MyCalPAYS deployment strategy
     - ✓ Implementation by wave

  2. Retroactivity

  3. Employees with multiple assignments (concurrent employment)

  4. Once in MyCalPAYS, always in MyCalPAYS

Interface Files - Overview

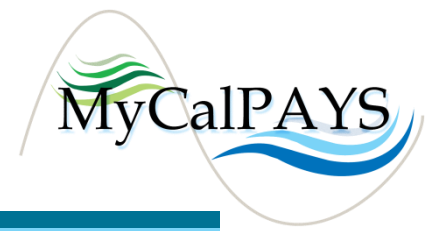| Interface	Unique Int ID	MCP Module	Category	Partners
Bargaining Unit Roster File	083	PA	2 Files	AFSCME, CAPS, CAPT, CASE, CSLEA, IUOE 12, PECG, CCPOA Benefit Trust, CSEA, IUOE 13
Bargaining Unit In/Out File	084	PA	2 Files	AFSCME, CAPS, CAPT, CASE, CDFF, CCPOA, CSLEA, IUOE 12, IUOE 13, UAPD, PECG, CSEA
DPA TPA Dental Participant File	177	BN	1 File	CCPOA, CAHP Insurance

Interface Files – MyCalPAYS General Changes
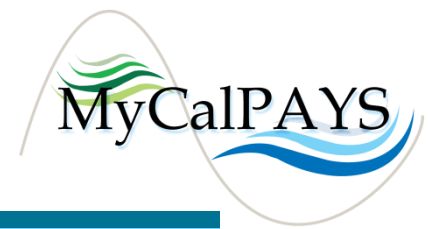
Common field mapping changes for MyCalPAYS files

Legacy	MyCalPAYS	Example(s)
SSN	Person ID	00009726
Department/Facility	Personnel Area	GI00 (State Controller's Office)
Class Code	Job ID (last 4)	00105393
CBID	Personnel Subarea	R01
Payment Type	Wage Type	0005

# Bargaining Unit Roster File & Bargaining Unit In/Out File

Bargaining Unit Roster File

Partners	MCP Module	Category	Format Change	Frequency
AFSCME, CAPS, CAPT, CASE, CSLEA, IUOE 12, PECG, CCPOA Benefit Trust, CSEA, IUOE 13	PA	2 Files	MCP – Yes Legacy – No	MCP – Monthly Legacy – Monthly

Bargaining Unit In/Out File

Partners	MCP Module	Category	Format Change	Frequency
AFSCME, CAPS, CAPT, CASE, CDFF, CCPOA, CSLEA, IUOE 12, IUOE 13, UAPD, PECG, CSEA	PA	2 Files	MCP – Yes Legacy – No	MCP – Monthly Legacy – Monthly

Bargaining Unit Roster File & Bargaining Unit In/Out File (Cont'd)
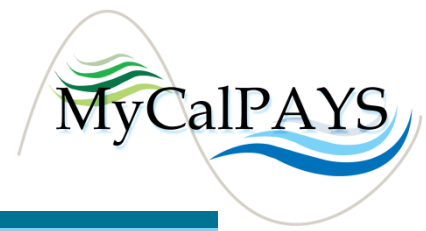
- **Top changes:**

  1. Person ID will be replacing the SSN once MyCalPAYS has been deployed to all departments

  2. Wage type numbers to include dues, fair share, and alternate fair share (currently sends asterisks)

- **Interface Information Packages:**

  - http://www.sco.ca.gov/TFC_External_PA_Outbound.html

DPA TPA Dental Participant File

Partners	MCP Module	Category	Format Change	Frequency
CCPOA, CAHP Insurance	BN	1 File	New File	Weekly

- **Top changes:**

    1. MyCalPAYS will generate a participant file that will also include information on changes that occurred, replacing the "Carrier Copy" from the STD-692 forms.

    2. File will include dependent data based on what is entered by departmental human resources staff once live on MyCalPAYS.

    3. File will include demographic updates such as name and address changes.

Questions

NEXT STEPS & UPCOMING ACTIVITIES

Next Steps

- **Complete required outbound interface test steps 1 – 4 no later than Friday, October 21st**

- **Continue making updates to system(s) that will accept interface information**

- **Process outbound interface files into necessary system test environment(s)**
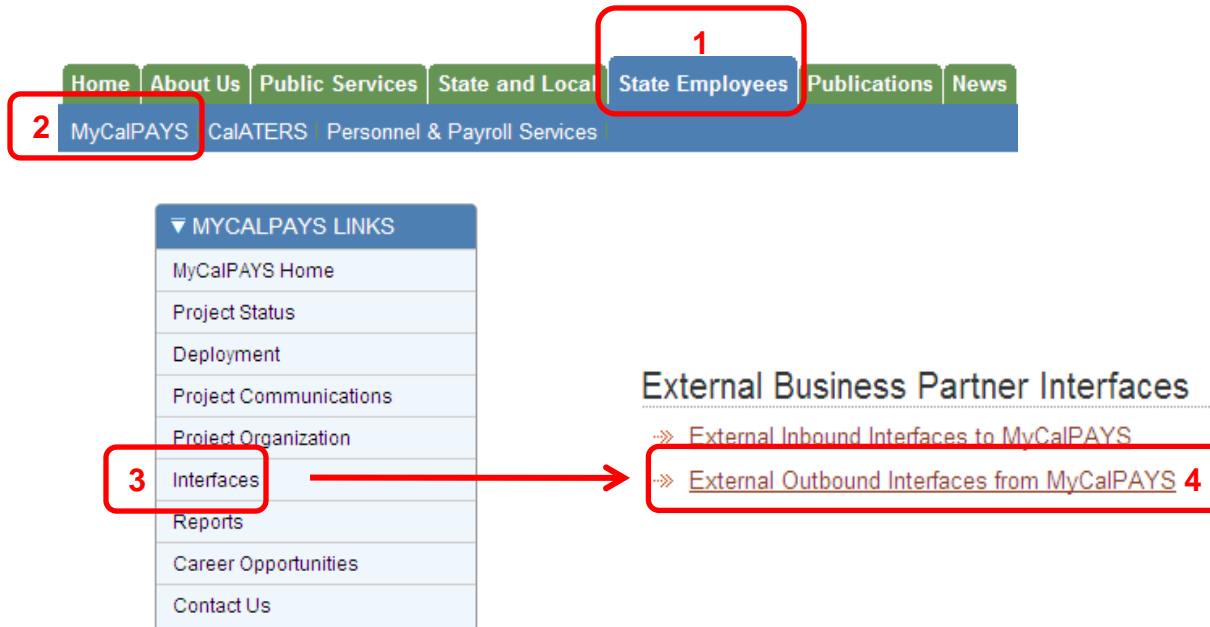
Upcoming Activities

- **Participate in planning and communication efforts regarding future testing opportunities**

- **Participate in January inbound/outbound interface test cycle, as required**
  - Select partners only

RESOURCES

Resources

- Outbound Interface Information Packages:
  www.sco.ca.gov/TFC_Interfaces_Outbound.html

- TFC Testing email: tfctesting@sco.ca.gov

Questions